

## Vacancy Announcement #P00-359 CRJ

**OPENING DATE:** October 26, 2000

**CLOSING DATE:** Open Until Filled  
(First cut-off date 30 days after the opening date of announcement.)

**POSITION:** Realty Specialist, GS-1170-11/12

**LOCATION:** Bureau of Alcohol, Tobacco and Firearms  
Office of the Management  
Administrative Programs Division  
Space Management Branch  
Washington, DC

**NOTES:** Security Clearance Required

This position requires mandatory travel. Travel may be occasional or frequent, depending upon the space project.

More than one position may be filled from this announcement

**AREA OF**

**CONSIDERATION:** All Sources and Veterans who are preference eligibles or who have been separated from the Armed Forces under honorable conditions and after 3 years or more of continuous active service may apply. Competitive Examining Authority has been delegated to ATF by the U.S. Office of Personnel Management. Non-status applications will be forwarded to the Delegated Examining Unit for rating, ranking and referral. Status candidates who wish to be rated under both merit promotion and competitive procedures must submit two complete applications.

**MAJOR DUTIES:** The incumbent serves as a Realty Specialist and performs the following duties:

- Reviews requests for space from Headquarters and field operations. Consults with Headquarters and the field on the requirements, including the amount, type and location of space. Assists Headquarters field offices in developing space specifications.
- Analyzes requests for space or services for property. Works with design and construction professionals, attorneys, GSA and lessors' representatives, contractors, and/or other technical personnel in order to determine the specific amount and type of space. Establishes specific functional criteria to be used in providing the actual space, monitor "build-out" and "accept space".

- Accepts or recommends occupancy of space for the Bureau and performs market surveys and building inspections; solicits offers; analyzes technical reports on offered buildings; negotiates occupancy agreement terms on offered buildings or space that meets the Bureau's needs and that are cost effective in terms of rent and alterations.
- Performs lease administration functions for complex blocks of space, such as: changes in the configuration of space; changes in the type of services received; changes in lease provisions; and, changes of ownership.
- Coordinates the efficient layout and design of space for large, complex agency requirements and actual "build-out" of space.
- Coordinates large, complex Bureau relocations. Identifies needs, including telecommunication requirements.
- Prepares estimates and budgets for alteration costs. Ensures that costs are properly tracked and allocated.
- Prepares schedules to organize tasks and the timing of space projects. Schedules and coordinates moves, the ordering, delivery, and installation of furniture and telecommunication systems.

**QUALIFICATION REQUIREMENTS:** All applicants must have had one (1) year of specialized experience equivalent to the next lower grade in the Federal Service. The quality, type and scope of experience and training must show that the applicant is fully qualified to perform the duties required of the position. All applicants must meet qualification requirements within thirty (30) days after the closing date of the announcement.

**SPECIALIZED EXPERIENCE:** Experience that has equipped the applicant with the particular knowledge, skills and abilities (KSA's) to perform successfully the duties of the position that is typically in or related to the work of the position to be filled.

**EVALUATION METHODS:** All applicants will be evaluated and given points on relevant experience, formal college level education, training and self-development within the past five years; Quality Step Increase (QSI), Sustained Superior Performance (SSP), Special Act and Suggestion Awards; Performance appraisal, and the Supplemental Experience Statement. The following factors in the Supplemental Experience Statement will be used as the basis for determining the best qualified applicants.

### **SUPPLEMENTAL EXPERIENCE STATEMENT**

On a separate sheet of paper, describe your work experience, training and/or awards, volunteer experience or hobbies as they relate to each of the items listed below. Provide detailed evidence of each of the factors and show how and when they were used. Include clear, concise examples that show level of accomplishments and degree of responsibility. Include where and when you acquired the knowledge and abilities.

1. Knowledge of real estate principles, policies, and methodologies in property acquisition and management in order to perform work on major projects dealing with complex and controversial issues.
2. Knowledge of laws, regulations, executive orders, including the General Services Acquisition Regulations (GSAR), the Federal Acquisition Regulations (FAR), the Federal Property Management Regulations (FPMR), with regard to real estate management necessary to plan and manage complex projects and to negotiate the terms and conditions of occupancy agreements.
3. Ability to perform cost and price analysis, forecast costs and evaluate prices.
4. Knowledge of space management principles, space planning, layout and design and/or working knowledge of engineering principles involved in the architectural, mechanical and electrical regimens of building design and construction in order to execute space build out, and the layout and installation of furniture and telecommunications systems.
5. Skill in negotiating in order to plan, contract for, and execute major space actions.
6. Ability to communicate effectively orally and in writing.

### **INFORMATION**

1. Applications will not be returned to applicants.
2. Applications must be postmarked by closing date of this announcement.
3. Applicant travels as required to ATF field installations nationwide. Mandatory travel may be occasional or frequent, depending upon the space project.
4. Full performance level of this position is GS-12.

## **HOW TO APPLY:**

- A. Candidates may submit a resume; SF-171, Application for Federal Employment; or OF-612, Optional Application for Federal Employment. The OF-612 may be obtained by contacting us at the Internet address [www.usajobs.opm.gov](http://www.usajobs.opm.gov). The SF-171 is no longer available for distribution.

Your application **must** contain the following information:

1. Title series, grade and vacancy announcement of the vacancy for which you wish to be considered.
2. Full name, social security number and mailing address.
3. Daytime and evening telephone numbers.
4. For experience most relevant to this position, include name of employer, dates of employment, job title, grade (if applicable), start and end dates and a description of duties and responsibilities.
5. Average hours worked for each position if other than 40 hours per week.
6. Name, location and date of high school and college attended.
7. Type of degree, if any, date received, GPA, major/minor field of study.
8. Relevant training: course titles, dates, and number of hours and institutions.
9. Description and year of awards, honors, and special qualifications

- B. Submit the following additional information/completed forms:

1. Current/former Federal employees – SF-50 reflecting competitive status.
2. DD214, if claiming 5 point preference.
3. Both DD-214 and SF-15, if claiming 10 point preference. (For non-status applicants only.)
4. Self-initiated training and self-development taken within past five years (courses, training sessions or seminars that are three or more days in length.) Provide month/year of class, title and length of class.
5. Written response to the Supplemental Experience statement.
6. Race and National Origin Identification (SF-181). (Information submitted will be used for statistical reports only.)

**CTAP/ICTAP:** Individuals who have special priority selection rights under the Agency Career transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. Employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes copies of the agency notice, their most recent performance rating and their most recent SF-50 noting current position, grade level and duty location. Well-qualified means that the applicant meets the cut-off score in the rating process.

**SEND COMPLETED APPLICATION TO:**

Bureau of Alcohol, Tobacco and Firearms  
Position Management Branch, Room 4350  
Attention: Cheryl Jenkins  
650 Massachusetts Avenue, NW  
Washington, DC 20226  
(202) 927-8630  
Telecommunications Device for the Deaf (202) 927-7964

You may also use web-site [www.usajobs.opm.gov](http://www.usajobs.opm.gov) to find out about other job opportunities

**AN EQUAL OPPORTUNITY EMPLOYER**

**ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, SEX, AGE, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, SEXUAL ORIENTATION, RELIGION, OR ANY OTHER NONMERIT REASON.**

**REASONABLE ACCOMMODATION**

**ATF provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please contact us at the phone number listed above.**